

PROCEDURE

Series:	Operating Procedure	COA: RPM8.01 CFOP: 170-1
Procedure Name:	Sharing Records with Children	
Procedure Number:	OP-1037	
Reviewed Date:	2/28/12, 3/2/16, 4/1/19 4/16/24, 10/3/25	
Revision #/Date:	(1)09/02/08	
Effective Date:	04/15/05	
Applicable to:	All Family Partnerships of Central Florida FPOCF Staff and Contract Providers	

PURPOSE: This operating procedure establishes the portions of the Family Partnerships of Central Florida case record which can be shared with the child.

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References

Florida Statutes Chapter 39 Sections 39.0132(3), 39.0132(4), 39.202(2)(d), 39.202(7)
Sections 39.6011(1)(a), 39.00145
Sections 39.01, 39.521(1)(a) and 39.6011(7)

CFOP 15-9, 170-1

“Guidelines for the Retention and Release of Children’s Records” (dated 10/1/2010) –
<http://www.myflfamilies.com/service-programs/community-based-care>

General Guidelines:

See also, *C.E.B. v. Birkin*, 566 So.2d 907 (Fla. 4th DCA 1990) (child has clear right under s.39.0132(3), F.S. (1998), to inspection of the official record; “official record” includes any documents that were considered by the judge in reaching the court’s determination).

No document shall be released without review and approval of the Chief Legal Officer or Records Manager.

a. Care, concern, and sensitivity should guide sharing of records with children. Staff must be aware that some records could be disturbing to the child and be prepared to appropriately respond to the child’s reaction. Considering the child’s maturity and chronological age, it is recommended that the record sharing takes place during a face-to-face meeting with the child and an adult the child knows and trusts. In no case should copies of records simply be handed over to the child.

b. The child is absolutely entitled to copies of any official court records, except adoption records, pertaining to his or her case. Therefore, copies of any documents which have been filed with the court, and which are also in the Family Partnerships of Central Florida case record may be provided to the child. This would include petitions, orders, predisposition reports, judicial review social studies, psychological reports, Child Protection Team reports,



medical reports, and any other report or record which has been filed in the official court record.

The Chief Legal Officer, Central Region counsel or Children Legal Services attorney shall be consulted prior to release of any information (other statutory confidentiality provisions may be applicable to require referral of the requesting party to the originating source). In addition, the child may be given copies of notes or minutes of case planning meetings.

c. The client is entitled to one free copy of records in the client file to which he or she has statutory access. Family Partnerships of Central Florida is entitled to charge a fee for subsequent copies provided pursuant to CFOP 15-9.

DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink, reading "Philip J. ScarPELLI", is written over a horizontal line.

PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 10/31/2025